



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

Canc: Dec 02

CCBul 1001
HQBN
3 Dec 02

COMBAT CENTER BULLETIN 1001

From: Commanding General
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND (MAGTFTC) ANNUAL
CHRISTMAS TREE LIGHTING CEREMONY

Encl: (1) Layout for Ceremony
(2) Sequence of Events

1. Situation. To publish information, provide instruction, and assign responsibilities for the Combat Center Annual Christmas Tree Lighting Ceremony to be conducted on 12 December 2002.

2. Mission. At 1800, on 12 December 2002, MAGTFTC will host a Christmas Tree Lighting Ceremony in front of the Village Center (Bldg 1551). All military, government civilians, retirees, and their family members are invited to attend and participate. The event will include musical entertainment, singing of Christmas carols, lighting of the Christmas trees, and a special guest appearance by Santa Claus. Free refreshments will be provided at the ceremony.

3. Execution

a. Headquarters Battalion

- (1) Provide overall coordination for this event.
- (2) Request 200 chairs for seating and two 8-foot tables from Outdoor Adventures.
- (3) Request podium and public announcement system from Communications and Data (C&D).
- (4) Provide personnel to pick up 200 chairs and two 8-foot tables from Outdoor Adventures and set them up in front of the Village Center in accordance with enclosure (1). Remove chairs and tables upon completion of the ceremony.
- (5) Provide Proxima projector and screen along with several long extension cords.
- (6) Create the timeline and ceremony Sequence of Events (enclosure (2)).

b. Public Affairs Officer (PAO)

- (1) Advertise the event via the *Observation Post*, Combat Center News (radio), Channel 56 (news), and speed calls.
- (2) Provide media coverage of this event for the *Observation Post*.

c. Marine Corps Community Services (MCCS) Directorate

- (1) Advertise the event via the local marquee boards.
- (2) Provide Christmas tree lighting located in the MCCS storage. Supervise the decorating and teardown of the lighting.
- (3) Provide a Santa Claus for this event.
- (4) Use general funds to purchase refreshments (coffee, hot apple cider, hot chocolate, and cookies) in the amount of \$250.00.
- (5) Set up refreshment tables in accordance with enclosure (1) and provide personnel to man the tables.

d. Religious Ministries Directorate (RMD)

- (1) Advertise the event via Worship service bulletins, verbal announcements, and bulletin boards in Chapels and Village Center.
- (2) Provide and set up electronic keyboard. Also, provide a keyboard player to play music during the ceremony.
- (3) Request and coordinate the choir from Condor Elementary School.
- (4) Provide Chaplain to give the invocation.
- (5) Provide Master of Ceremony (MC) to welcome guests and introduce each participant/group participating in the ceremony. If possible, obtain and include the Mariachi Band in the ceremony.
- (6) Prepare program and music. Utilize a Proxima projector to display the musical program on a screen. Provide your own laptop computer with Microsoft PowerPoint software.

e. Installations and Logistics (I&L) Directorate

- (1) Provide power to trees. See enclosure (1) for the location of the Christmas trees.
- (2) Provide a 2-man working party to MCCS (POC Ms. Lis Kolbe 830-6163) for tree decoration on 11 December 2002 and tear down on 3 January 2003.
- (3) Have a light switch accessible for use on the podium at the ceremony.
- (4) Have light switch installed for use by the MAGTF/TC Command Duty Officer.

f. Fire Department

- (1) Approve use of lighting, contingent upon inspection after installation.
- (2) Provide ride for Santa Claus via a fire engine.

g. Provost Marshal's Office (PMO). Provide traffic control and security as applicable.

h. Protocol Officer. Handle VIP seating and all special invitations.

i. Band Officer. Provide Brass Quintet to play holiday music during prelude.

j. Staff Secretary. From 13 December 2002 to 2 January 2003, ensure the MAGTFTC CDO turns lights on after evening colors and off at 2200 hours daily.

k. The uniform for the ceremony will be camouflage utilities for official military participants and casual civilian attire for all other guests.

l. Point of contact is Major Nguyen (830-7083) or Gunnery Sergeant Kochen (830-7087).

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Bulletin can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

5. Command and Signal

a. Signal. This Bulletin is effective the date signed.

b. Command. This Bulletin is applicable to the Marine Corps Total Forces.

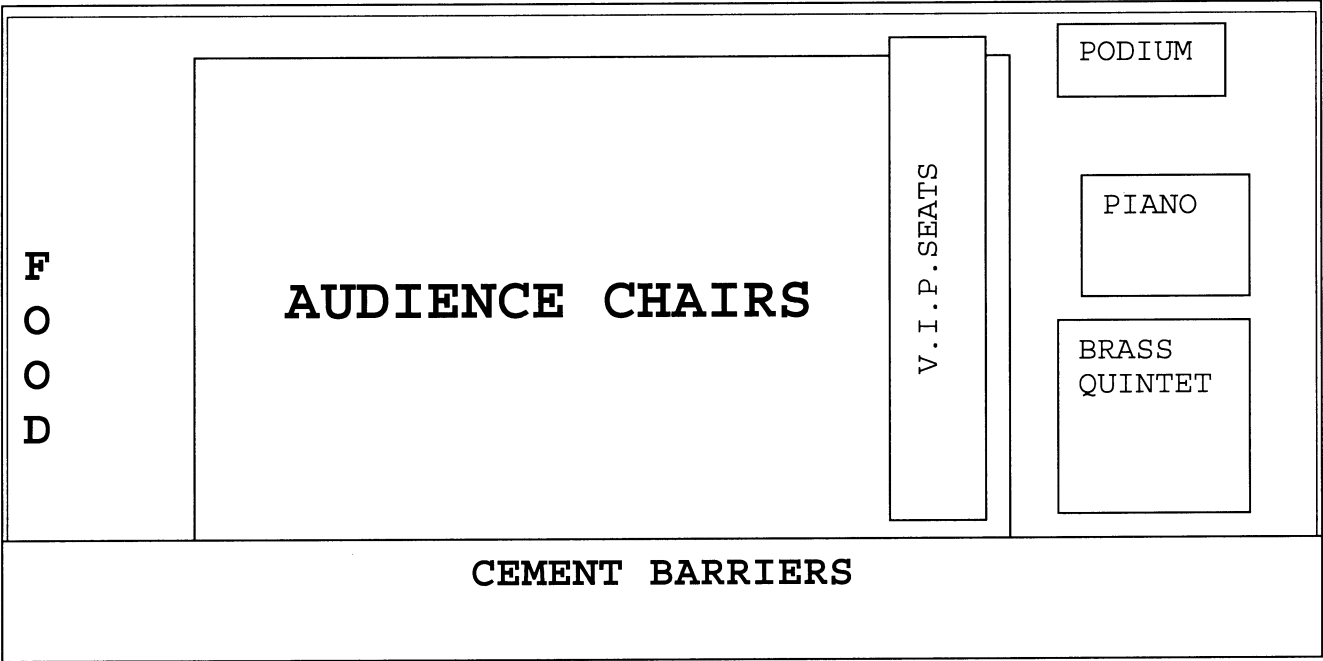
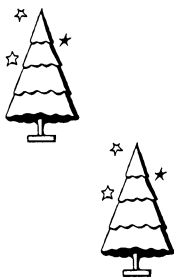

J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

LAYOUT FOR CEREMONY

VILLAGE CENTER (Bldg 1551)

Condor Elementary School Choir



SEQUENCE OF EVENTS

<u>DATE</u>	<u>EVENT</u>
01 Dec 02	I&L provides power to trees
11 Dec 02	I&L decorates trees
12 Dec 02	Tree Lighting Ceremony
	<u>TIME</u> <u>EVENT</u>
	1745 -Prelude by MCAGCC Brass Ensemble
	1755 -BGen and Mrs. Cowdrey arrive
	-MC welcomes guests and
	introduces/announces ceremony
	participants
	1804 -Invocation by Chaplain
	1805 -Condor Choir
	1810 -Mariachi Band
	1820 -CG's Remarks
	1825 -CG Lights the Tree
	1825 -Christmas Carols
	1835 -Santa Arrives
	1845 -Dismiss
3 Jan 03	I&L tears down decorations and removes electrical switches

ENCLOSURE (2)